

Annex 12-F

DGS 43-019

(Print on Letterhead)

TO:

FROM: : Property Administrator

SUBJECT: Utilization Survey of Surplus Property

Federal regulations require utilization surveys of Federal surplus property during the restricted use period. **All property** must be placed in use within 12 months and used for 12 months, except items with an original acquisition cost of \$5,000 or more, and passenger motor vehicles which must be used for 18 months. If other disposal needs arise during the required use period, contact the Administrator of the Federal Surplus Property Program.

According to our records, the item listed below is within the required use period. Please complete the requested information and return one copy to this office.

To: Surplus Administrator
VA Federal Surplus Property
1910 Darbytown Road
Richmond VA 23231

FROM:

ITEM DESCRIPTION: _____
51# _____

RECEIVING DOCUMENT _____ SIGNED BY _____ DATE _____
LOCATION _____ IS ITEM IN USE? Yes ___ No ___ If Yes,

Date placed in use _____ HAS ITEM BEEN CANNIBALIZED OR MODIFIED? Yes ___ No ___

DESCRIBE IF NOT USED FOR ORIGINAL PURPOSE _____
IF NOT IN USE, STATE REASON _____

Signature (Authorized Rep) Title Date Phone #

Signature (User) Title Date Phone #

Note: This form must be signed by authorized representative and one (1) other person.